

# LEATHERHEAD FC SAFEGUARDING RISK ASSESSMENT

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CLUB DETAILS	
Club name	Leatherhead FC
League	Isthmian South Central
County FA	Surrey
Approx. No. of U18 players playing open-age football:	3
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	36
Approx No. of participants within the 16-19 academy / education provision (where applicable):	0

CLUB SAFEGUARDING POLICIES AND PROCEDURES IN USE	YES	NO
Safeguarding children	x	
Adults at risk	x	
Social media use	x	
Use of photograph and filming	x	
Anti-bullying	x	
Code of Conduct, including acceptable behaviour	x	
Equality, diversity, and inclusion	x	
Managing challenging behaviour	x	
Matchday safeguarding plan	x	
Data/Information sharing	x	
Complaints	x	

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	Paul Jones
Email:	pjones@leatherheadyouthfc.co.uk
Phone:	07525919906

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Martin Richardson
Email:	martinrich62@btinternet.com
Phone:	

# LEATHERHEAD FC SAFEGUARDING RISK ASSESSMENT

AREA OF CONCERN/RISK	What are the concerns/risks relating to? <ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>	Risk Level	Actions to reduce or remove the concern/risk?	Responsibility	Communication briefing or training	Change to risk level	Review activity (Who?)
<b>Policy and Procedures</b>	Safeguarding procedures are not clearly defined.  Those within club are unaware of their safeguarding responsibilities.	LOW	A club Safeguarding Policy exists, which fits the context of club.  The Safeguarding Policy is reviewed at board level on annual basis.  The Safeguarding Policy is widely shared with staff, volunteers, and players – including at induction to the club.  The Safeguarding Policy is public facing on the club website.	Committee / CWO	Regular review at board level	LOW	Ongoing
<b>Board level strategic Oversight</b>	Where safeguarding is not championed from the top level of a club it's importance may not be realised by those working within it.	LOW	The club have appointed a Board Safeguarding Champion with suitable knowledge, skills, and experience.  The Board Safeguarding Champion regularly engages with the Club Welfare Officer (Adult Teams) and / or assistant(s).  Safeguarding is a standing item at board meetings and appears in relevant club strategy and business plans.	BSC / CWO	Regular review at board level	LOW	Each Season
<b>Visibility of the named safeguarding person* (*Club Welfare Officer- Adult Teams or another local title)</b>	Without visibility of the Club Welfare Officer (Adult Teams) people may not know who to contact in the case of a safeguarding concern.  U18s may not be listened to and where abuse exists, it may continue.	LOW	The Club Welfare Officer's (Adult Teams) name and method by which they are contactable are available via the club website.  FA provided safeguarding posters for steps 1-4, are displayed in prominent places around the club.  Induction sessions for new players, parents/carers take place. These include an outline of the Club Welfare Officer (Adult Teams) role and details of how they can be contacted.  Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility.	Committee / CWO / BSC	Regular review at board level	LOW	Ongoing
<b>Codes of conduct</b>	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged.	LOW	Codes of Conduct are in place.  Codes of Conduct are shared and agreed to annually with all staff / volunteers / players.  Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches.	Committee	Regular review at board level	LOW	Each Season / in line with any FA guidance.

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<b>Changing rooms; open-age team with adult and U18 players</b>	Adults changing with U18s signed with team (sexualised or inappropriate behaviour/grooming). Non-authorized persons in changing room areas – risk of theft, unwanted or inappropriate contact. Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation.  Initiation activities with U18s.	HIGH	CWO or captain to speak with adult players re expected behaviours, aligned to club code of conduct, which all are required to sign up to. U18 players given option to travel to game changed or change before adult teammates or use a separate changing room. No adults in changing room while U18s are changing unless additional support to change is required from parent/carer or suitably qualified personal assistant. Support staff should not need to go into changing room whilst U18s are changing (unless U18 ill or injured). If using public facilities signage re. no unauthorised access to changing area and re. no photography/filming in changing rooms.  U18 players should not be included in initiation activities	Club committee and captain.	Briefing at start of season/when new U18s are signed and expected behaviours linked to club code of conduct.	LOW	Ongoing review and regular check in with U18 players by the CWO.
	<b>Adults at risk of harm - N/A</b>	N/A	N/A	N/A	N/A	N/A	N/A

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U18 players not knowing who to raise a concern to or how, while operating in a mainly adult environment.	U18-year-old within the first team may have a concern and is not aware of who to raise this to or how.  U18-year-old may have a concern and does not feel confident enough to raise this.	MED	Ensure that CWO officer details are well distributed within the club. CWO regular check in with younger players.  Ensure that all players have information pertaining to who they should raise concerns to and how.  Ensure that parents/carers of U18 know who they should raise concerns to and how.  Ensure that confidential NSPCC and Whistleblowing contact details are known and shared throughout the club.	CWO, committee and coaches.	Information should be shared as part of welcome meeting/ briefing and reiterated through information easily available around the club, e.g., posters, notice board, website etc.	LOW	Ongoing basis. CWO to take feedback from U18 players, do they know who to speak to if they are concerned about something?
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
Travel to matches / events with U18s players.	An U18-year-old player in first team travelling to tournament on hired coach.	MED	An U18 player, but they've trained regularly with first team and are familiar with the squad.  Team Manager speaks to players parent, they'd like U18 to travel as part of squad but given option to; Have parent on the coach.  Travel separately with parent.  U18 to identify player(s) prefer to sit near (as most players like a seat to themselves!).  Squad reminded of expected behaviours.  Player has mobile and knows they can ring parent at anytime.	CWO, Team Manager.	Conversations as detailed.	LOW	Ongoing conversation with U18 player around their experience.
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<b>U18 player has identified additional needs that require further consideration</b>	Parent/carer shares information that their U18-year-old has ADHD.  Lack of understanding of needs could result in negative experience for U18-year-player.	MED	CWO should work with parent/carer and player to gain clear understanding of the player's needs and how they can be best supported.  Club staff who are aware of the additional needs should consistently model behaviour they want to see in others. <ul style="list-style-type: none"> <li>Patience and sensitivity</li> <li>Positive reinforcement</li> <li>Clear direction, repeated as necessary</li> </ul> Consideration is given to consent related to disclosure of an individual's needs. CWO/Coaches should consider who needs to know and ensure the parent/carer and player consent to this being shared, on the understanding this is to support the player.	CWO/Coach	Communication with player and parents / carer.  Wider dissemination on need-to-know basis and with consent.	LOW	
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Medical (Provision of)	An U18 does not receive appropriate medical care and attention.	L	<ul style="list-style-type: none"> <li>Medical Emergency Action Plan is in place and adhered to.</li> <li>All events, training and matches have an appropriately trained person responsible for the delivery of first aid.</li> <li>Medical staff are recruited following a safer recruitment process, have undertaken appropriate DBS checking and follow the club Code of Conduct.</li> <li>All Medical staff have induction and understand club safeguarding expectations and how they should raise a concern.</li> <li>Medical care is provided in line with <a href="#">FA Safeguarding Guidance Note 5.10</a>.</li> </ul>	Board of Directors, CWO and Board Safeguarding Champion		L	Ongoing by Board of Directors, CWO and Board Safeguarding Champion
Communications	Risk of unwanted or inappropriate contact.  Risk exposure to inappropriate content.	M	<ul style="list-style-type: none"> <li>Appropriate consent forms obtained from the U18 player / and their parent / carer.</li> <li>Where team chat groups e.g. WhatsApp exist, an appropriate member of club staff reminds adult players about their expectations and conduct in relation to this.</li> <li>All players (adult and U18) reminded about how to raise a concern.</li> <li>The club follow FA guidance on <a href="#">Digital Communications and Children</a></li> </ul>	CWO		L	Ongoing by CWO

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Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	M	<ul style="list-style-type: none"> <li>Club have a recruitment and selection process that aligns to the <a href="#">FA recommended process</a> and is followed consistently.</li> <li>DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity.</li> <li>An induction process is in place for all new staff, which includes providing information related to safeguarding within their role, what to do if they have a concern and an introduction to key contacts, including the Club Welfare Officer (Adult Teams).</li> <li>When engaging volunteers who are U18 consideration is given to the fact they are legally children.</li> </ul>	Board of Directors, and Board Safeguarding Champion		L	Ongoing by Board of Directors, and Board Safeguarding Champion
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.	L	<ul style="list-style-type: none"> <li>The FA and Child Protection in Sport Unit supervision <a href="#">ratios</a> are adhered to.</li> <li>DBS guidance related to U18 players is followed.</li> <li>U18 player always have access to a named point of contact.</li> </ul>	Committee members		L	Ongoing by committee
Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	M	<ul style="list-style-type: none"> <li>A match day plan includes consideration to safeguarding.</li> <li>Where children are involved in match day activities (e.g., ball retrieval, school visit or mascots) additional risk assessments are undertaken and appropriate supervision, procedures and consent are considered.</li> </ul>	Community Officer/appropriate committee members		L	Continual review by CO and committee
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	M	<ul style="list-style-type: none"> <li>A match day plan exists that considers all health and safety risks. i.e. car parking.</li> <li>A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to):               <ul style="list-style-type: none"> <li>Staff / volunteer responsibilities.</li> <li>Safer working procedures. / e.g. searching and ejecting spectators.</li> <li>Process by which to raise a safeguarding concern.</li> </ul> </li> <li>Age of entry is clearly communicated, along with expected behaviour.</li> </ul>	Safety Officer and match day team		L	Ongoing review by appropriate committee members



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Safeguarding Education (Staff and volunteers)	Lack of safeguarding knowledge may mean staff / volunteers are not able to identify and respond to safeguarding concerns.	M	<ul style="list-style-type: none"> <li>All staff, volunteers to complete FA safeguarding training relevant and required by their role.</li> <li>All staff and volunteers undertake Player Welfare in Open-Age Football Course.</li> <li>Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner.</li> <li>Through meeting and briefings, all staff / volunteers remain updated with relevant safeguarding information as and when required – at least annually.</li> <li>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>	Board of Directors, CWO and Board Safeguarding Champion		L	Ongoing by Board of Directors, CWO and Board Safeguarding Champion
Safeguarding education (Staff and volunteers)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.	L	<ul style="list-style-type: none"> <li>Players are reminded of their safeguarding responsibilities and agree to a Code of Conduct.</li> <li>CWO and how to contact them is known to players.</li> <li>U18 players are provided with copy of <a href="#">Know Your Rights in Football</a></li> <li>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>	Board of Directors, CWO and Board Safeguarding Champion + Team Manager		L	Ongoing by Board of Directors, CWO and Board Safeguarding Champion + Team Manager

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Making a referral or raising a concern (Awareness club wide, including U18 players)	Lack of understanding about how or when to refer could result in a delay in referring or non-referral.	M	<ul style="list-style-type: none"> <li>Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern.</li> <li>Club ensures all staff / volunteers are briefed and aware of their safeguarding duty.</li> <li>Contact details for the Club Welfare Officer (Adult Teams) and referral process are readily available throughout the club, including the club website.</li> <li>Club ensures that all players have information pertaining to who they should raise concerns to and how.</li> <li>Club ensures that parents / carers of U18 know who they should raise concerns to and how.</li> <li>Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club.</li> </ul>	Board of Directors, CWO and Board Safeguarding Champion		L	Ongoing by Board of Directors, CWO and Board Safeguarding Champion
U18 player transition  (between youth teams and the open-age team)	<p>Lack of joined up safeguarding process between youth and open-age teams may result in U18s having inconsistent experiences and concerns may be missed.</p> <p>Important information may not be shared.</p>	L	<ul style="list-style-type: none"> <li>CWO (Youth) and CWO (Adult Teams) work together to plan transition for youth players into open-age football, ensuring that: (1) the needs of U18 player are considered at each stage, (2) relevant information is shared and (3) an introduction between the U18 player and the new CWO (Adult Teams) takes place.</li> </ul>	CWO/First team manager		L	Ongoing CWO/First team manager
Relationships across the club (Links to Youth / Football Teams)	<p>Where purposeful relationships do not exist, an individual may have a different experience within different parts of the club.</p> <p>Concerns may go unreported or missed.</p>	L	<ul style="list-style-type: none"> <li>Those involved with the running of the open-age team work with those involved with the delivery of Youth football to share information, knowledge, and opportunities to create a cohesive safeguarding culture.</li> </ul>	Board of Directors, CWO and Board Safeguarding Champion		L	Ongoing by Board of Directors, CWO and Board Safeguarding Champion

# LEATHERHEAD FC SAFEGUARDING RISK ASSESSMENT

## MEDICAL EMERGENCY ACTION PLAN (MEAP)

### MEAP - MATCHDAY STADIUM

<b>CLUB NAME:</b>	Leatherhead FC
<b>CLUB ADDRESS:</b>	Fetcham Grove, Guildford Road, Leatherhead, Surrey
<b>POSTCODE:</b>	KT22 9AS

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Martin Richardson	07710 916754

ACCESS ROUTES	
1. For Ambulance	Through main gates and onto pitch via pitch side gate
2. First-Aid Room to Ambulance	Out of players tunnel and down clubhouse ramp to car park
3. Pitch to Ambulance	Straight into players tunnel, and down clubhouse ramp to car park

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	First aid/physio room. On matchdays in home dugout.
First-Aid kit	Behind main bar, In Boardroom, in Tea bar, in stewards room
Stretcher (if required and trained stretcher bearers present)	Attached to cupboard next to stewards room.
First-Aid Room	In players tunnel next to officials room

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	Epsom General Hospital Dorking Road, Epsom KT18 7EG phone: 01372 735735
Directions to hospital:	Turn right out of ground, head into Leatherhead town centre, then take A24 main road to Epsom. Hospital is before main town centre.
Journey Time:	15 minutes
Nearest Walk-in Centre (WIA) address:	Woking Community Hospital, Heathside Rd, Woking GU22 7HS Tel: 01483 846209

# LEATHERHEAD FC SAFEGUARDING RISK ASSESSMENT

## MEDICAL EMERGENCY ACTION PLAN (MEAP)

### MEAP – TRAINING GROUND

<b>CLUB NAME:</b>	Leatherhead Youth FC
<b>CLUB ADDRESS:</b>	River Lane, Leatherhead, Surrey
<b>POSTCODE:</b>	KT22 0AY

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Paul Jones	07525919906

ACCESS ROUTES	
1. For Ambulance	Through bottom gates and onto pitch via pitch gate by shed
2. First-Aid Room to Ambulance	N/A
3. Pitch to Ambulance	Via any of the pitch gates into car park or onto grass by bottom gate

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	On wall by changing rooms
First-Aid kit	Behind bar in clubhouse and in shed
Stretcher (if required and trained stretcher bearers present)	Attached to outside wall by changing rooms
First-Aid Room	clubhouse

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	Epsom General Hospital Dorking Road, Epsom KT18 7EG phone: 01372 735735
Directions to hospital:	Turn right out of ground, head into Leatherhead town centre, then take A24 main road to Epsom. Hospital is before main town centre.
Journey Time:	15 minutes
Nearest Walk-in Centre (WIA) address:	Woking Community Hospital, Heathside Rd, Woking GU22 7HS Tel: 01483 846209

# LEATHERHEAD FC SAFEGUARDING RISK ASSESSMENT

## SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	Paul Jones
Club/League role:	Leatherhead FC
Signature:	P Jones
Date:	01/09/2024

Name:	David Pope
Club/League role:	Chairman
Signature:	D Pope
Date:	01/09/2024

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Martin Richardson
Club/League role:	Safety Officer, Leatherhead FC
Signature:	M Richardson
Date:	01/09/2024

## RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
John Dean, Vice Chair	Leatherhead FC	14/10/2024	David Pope
Debbie Eastman, Director	Leatherhead FC	14/10/2024	David Pope
Laurence Herbert, Director	Leatherhead FC	14/10/2024	David Pope
Mick Sullivan, Director	Leatherhead FC	14/10/2024	David Pope
Ian Selley, Team Manager	Leatherhead FC	14/10/2024	David Pope

### End Note

Clubs are advised to undertake regular risk assessments of the club activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are ‘living documents’ and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.